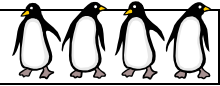




## SILVER SPRING CIVIC BUILDING AT VETERANS PLAZA POLICIES AND PROCEDURES



It is the policy of the Interagency Coordinating Board to encourage and promote community use of the Silver Spring Civic Building, which includes the Veterans Plaza without regard to race, gender, age, national origin, color, creed, disability, sexual orientation or impairment. The Civic Building is available to County residents, community groups, non-profit organizations and businesses as well as nonresidents.

CUPF will coordinate use of the Civic Building with the primary occupant, the Silver Spring Regional Services Center. New users will be required to sign a Facility Use License Agreement (FULA).

### CONDITIONS OF USE

The Civic Building is available for a variety of purposes by private individuals, non-profit organizations and businesses. In addition to classes, meetings, community celebrations, personal celebrations are allowable. Users are responsible for adhering to the restrictions listed in the FULA. As specified in the FULA, the user is responsible for ensuring that any vendors in their employ have sufficient insurance and hold any required licenses and permits. The user is responsible for obtaining any applicable special permits at their own expense. Approval of the SSRSC may be required prior to scheduling unusual or novel requests. Examples of unusual requests may include use of large tents, grills and outdoor heaters on Veterans Plaza, street closings, etc. The County reserves the right to add additional conditions to ensure public safety and protection of property.

### FACILITY USE REQUESTS FORMS

Individuals or groups wishing to use the Civic Building must make application by completing a Facility Use Request and FULA and submitting them to CUPF. Applicants must be at least 21 years of age to sign the Request and Agreement, and the person signing must be in attendance at the event.

Requests for use may be made no earlier than 12 months prior to the rental date; however, requests for use of the entire Great Hall may be made no earlier than 18 months with SSRSC approval. A confirmation fee will be required with the application.

Additional information may be requested prior to scheduling a special event in the Great Hall or Veterans Plaza.

In accordance with limitations stemming from financing the building with public bonds, permits will be limited to durations of six months, but may be renewed up to a maximum of five years. To prevent any one group from monopolizing the building, any single group's use may not exceed 156 hours (the equivalent of 3 hours per week a year) in a 12-month period. Exceptions would only be granted with approval by CUPF's Director.

### PRIORITY

Forms received simultaneously, based on the date (or window as applicable) received, will be scheduled according to the following priority:

- SSRSC programs
- County Departments
- County funded agencies (M-NCPPC, MCPS, HOC, MC, and WSSC) and local jurisdictions within Montgomery County (Cities of Rockville, Gaithersburg, etc.)
- Nonprofit organizations
- County residents
- Montgomery County-based commercial entities
- State, DC and Federal Agencies
- Out-of-County entities

## INSURANCE

The user must provide a Certificate of General Liability Insurance naming the County as Additional Insured if the user is:

- A commercial or private use
- Not a County resident or County-based organization
- Notified because of unusual risks associated with event
- Planning a special event in the Great Hall or Veterans Plaza

The user or agent providing service on their behalf must provide Liquor Liability Insurance naming the County as Additional Insured if the user is serving alcohol.

User groups are responsible for securing catering and support services, e.g., photographer, event supplier, disk jockey, that has the necessary certificates, licenses and insurance. The County is not liable for lost or stolen equipment or supplies by catering or other service providers used by permitted user.

## SECURITY

CUPF reserves the right to assign additional County security to any indoor event that it deems appropriate, which the User is required to pay as part of the rental fee. Scheduling and payment for security coverage for outdoor events by the Montgomery County Police Department will be the responsibility of the user when required.

## FOOD SERVICE AND BEVERAGES

Light snacks and beverages are permitted in meeting and activity rooms. However, additional charges will apply if the room is not returned to its original state.

The warming kitchen may be rented for events involving food service. Food must be pre-prepared and heated only. No cooking, frying or preparing food that extends beyond heating/warming is permitted. Food sales are permitted only with prior approval from CUPF.

Service of alcohol may be permitted provided full compliance with applicable State and County laws and regulations is followed:

- Registration with Board of Liquor Control is required for personal or non-profit celebrations with no sale of alcohol either through cash bar, donation or ticket sale, such as a wedding, birthday party, retirement party, Quinceañera, or Bar Mitzvah
- A one day CLASS C, BLC License may be requested by a non-profit organization scheduling an event with the sale of alcohol either through cash bar, donation or ticket sale, such as a fundraiser, volunteer recognition or organizational membership reception or dinner
- A State licensed server is required for personal celebrations with the sale of alcohol either through cash bar, donation or ticket sale, such as a recognition ceremony or retirement party and enterprise events (closed or open invitation) by for-profit or for personal gain use with or without sale of alcohol such as conference receptions, award dinners, political fundraisers, and concerts or dances

CUPF reserves the right to assign additional building services staff to any indoor event that it deems appropriate, which the user is required to pay as part of the rental fee. Additional charges will apply if the room requires more than the normal allotted time to return a room to its original state and make it available for use.

## SIGNAGE AND ADVERTISING

With prior approval, a user may place temporary signs on the Civic Building grounds during the actual hours of the scheduled activity. At the conclusion of the use of the building, the user must immediately remove the signs. The User, and any person acting under the user's authority, must comply with all applicable sign laws, including laws regarding the placement of signs on utility poles, trees, fences or on county or state rights-of-way.

A user must clearly identify on all advertising materials the name of the user, the name of any individual or user sponsoring the use, and the purpose of the use. A user may not use initials, abbreviations or logos which are not expressly defined in the advertising material. The purpose of the use must be clearly stated and must conform to the purpose identified in the Facility Use Request. All announcements and advertisements must include the following statement: *This activity is not sponsored by, associated with, or endorsed by Montgomery County Government.*

## DELIVERIES AND SET UP

The schedule for deliveries must be coordinated with County staff. All deliveries for functions must be made via the loading dock entrance located on Veterans Plaza. Caterers and other vendors must use their own hand-trucks to deliver food or equipment.

All County-owned furniture and equipment must be set-up and removed by County staff or County contractors.

## PERFORMANCE, MUSIC AND LIGHTING EFFECTS

Music by disc jockeys is permitted in the Grand Hall but only if so indicated on the Facility Use Request. Live bands may be permitted in the Grand Hall or Veterans Plaza with prior approval from CUPF. Event must comply with County Noise Ordinances and not interfere with the fire alarm system. Use of strobe lights or music that could interfere with operation of the fire alarm system for the hearing impaired requires approval by the Fire Marshal. The user is responsible for the costs of any required permits.

## DECORATIONS AND EQUIPMENT

Users may decorate the space permitted to them with prior approval, but must comply with the following:

- Tampering with thermostats, light fixtures or other Civic Building equipment or furnishings is prohibited
- Non-fire proof decorations are allowed. No items may be attached to walls, lighting fixtures, etc. Nothing may be taped, stapled, thumb tacked, nailed or otherwise attached to the structure
- No open flames (except small tabletop votive candles in glass, metal or ceramic holders or birthday cake candles or candles used during a religious or similar ceremony) without approval by the Fire Marshal
- Confetti is prohibited with the exception of outdoor-only use of bird seed, Ecofetti™ and Designer Wedding Rice™. Additional cleaning charges may apply if the use of confetti is requested
- Helium balloons may be used only when properly affixed and weighted
- Use of silly string is prohibited
- All floral deliveries must be scheduled with SSCB staff. All flowers and floral debris must be removed at the conclusion of the event
- Special equipment requirements should be approved in writing prior to the rental event.

## PORTABLE TOILETS

Free indoor access to restrooms will not be available for Veterans Plaza bookings. Users may request permission to place portable toilets during scheduled use of Veterans Plaza. When approved, specific conditions will be outlined in the permit.

## PAYMENT POLICY

With the exception of special events in the Great Hall and Veterans Plaza, rental fees are due in full with the Facility Use Request.

In recognition of the costs associated with use of the Great Hall and Veterans Plaza for special events, payment is due as follows:

- Special Events in the Great Hall (GH) or Veterans Plaza (VP) applications must be accompanied by a non-refundable confirmation fee (\$250). The confirmation fee may be applied to the final payment.
- Split payments of 50% of the estimated cost at the time the request is made and the remainder 90 days prior to the event start date if the total charges will be in excess of \$1,000.
- A minimum of one hour of room use before and after the scheduled activity will be added to cover basic set-up and clean-up, such as setting up tables and chairs. Additional staff service cost will be added as needed.

Monthly payments plans for rentals by non-profit organizations with renewable durations of 6 months or more, booking a consistent pattern of use (same room, time, and day, etc.), and charges more than \$250 per month may be requested. An administrative fee and security deposit equivalent to one month's charges will apply to each permit when approved.

## SECURITY DEPOSIT

A refundable security deposit of \$500 is required for rental of the Great Hall for special events at the time of request. The facility will be checked by building staff before and after the event. Any damages incurred during the event or additional clean-up required following the event will be the responsibility of the user. If the security deposit is not sufficient to cover these costs, the user will be billed for the difference. Please note that the user must satisfy this obligation prior to future use of any County facility.

The security deposit may also be forfeited if the user stays beyond the scheduled time.

## REFUNDS/CANCELLATIONS

CUPF will refund fees paid by the user to CUPF to permit the use of the Civic Building in accordance with its cancellation policy. All requests must be in writing. In the event of cancellation by CUPF, the user's account will be credited in full.

### Great Hall or Veterans Plaza

- A portion of the facility fee will be retained in addition to the confirmation fee as follows:

60+ calendar days notice:	\$250 confirmation fee
46-59 calendar days notice:	25% of facility charges
30-45 calendar days notice:	50% of facility charges
15-29 calendar days notice:	100% of facility charges
14 or less calendar days notice:	100% of facility and staff charges

A special event can be re-scheduled one time with at least 30-days notice. The confirmation fee will be retained.

### All other rooms

- More than 10 business days - \$25 retained - remaining charges refunded
- Between 10-5 business days - all facility fees will retained, additional fees for equipment and staff will be refunded
- Less than 5 business days - all fees will be retained

Rain Credits (for steady rain throughout most of scheduled period) if event cannot be rescheduled

- Courtyard - 75% credit
- Veterans Plaza - full refund (50% of confirmation fee retained)

CUPF is not responsible for advertising, food, or any other costs associated with an activity when the Civic Building is closed due to inclement weather or other emergency.